

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

March 7, 2017

Ms. Mary G. Davis

Dear Ms. Davis:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career, full-time position.
Effective Date:	April 2, 2017.
Position/Series/Grade:	Information Technology Specialist (INFOSEC), GS-2210-13, step 8 Full Performance Level: GS-13
Annual Salary:	\$116,914
Location:	Office of Environmental Information, Office of Enterprise Information Programs, eRulemaking and Freedom of Information Act Online Division, Washington, DC
Supervisor Contact:	Edward Cottrill, cottrill.edward@epa.gov , 202-564-5002

Mandatory Orientation

Date and Time:	April 3, 2017 at 8:00 am
Location:	Basement, Room B314; William Jefferson Clinton (East) Building; 1201 Constitution Avenue NW, Washington, DC 20004
Orientation Contact:	Christina Hines, HQ_Orientation@epa.gov , (202) 566-1989
What to Bring:	<ol style="list-style-type: none">1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation.2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes.

	3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.
Special Instructions:	Please report to the WJC East Lobby no earlier than 7:45 a.m. and no later than 7:55 a.m. Upon your arrival at the WJC East Lobby, inform the Guard you are attending the new employee orientation. Please wait in the East Lobby until your Orientation host greets you. If you encounter any delays or have an emergency that will prevent you from reporting, please contact the orientation contact, Christina Hines.

Forms to Submit Prior to Orientation

Required By:	March 17, 2017 by 3:00 pm
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> 1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.) 2) Statement of Prior Federal Service, SF-144 3) Race and National Origin Identification, SF-181 4) Self-Identification of Handicap, SF-256 5) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to cummins.mary@epa.gov</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	Under this appointment, your federal employee benefits will continue.
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	6 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Nigel Tillman, ESB-SSC-RTP@epa.gov, (919) 541-2070

If you have any questions about your appointment or this offer letter, please contact me at (919) 541-2074. Congratulations on your new appointment!

Sincerely,

Mary Cummins

Human Resources Specialist



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

January 5, 2017

Steven Estes

Dear Mr. Estes:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career-Conditional, full-time position.
Effective Date:	January 8, 2017.
Position/Series/Grade:	Information Technology Specialist (INFOSEC), GS-2210-13 Step 9. Full Performance Level: GS-13
Annual Salary:	\$112,441
Location:	Office of Environmental Information, Office of Information Technology Operations, Network and Security Operations Division, Network and Telecommunications Branch, Durham, NC
Supervisor Contact:	John Gibson, Gibson.john@epa.gov, 919-541-0112

Mandatory Orientation

Date and Time:	January 9, 2017 at 8:00 am
Location:	109 T.W. Alexander Drive, Durham, NC 27709
Orientation Contact:	Nigel Tillman, Tillman.nigel@epa.gov, 919-541-2070
What to Bring:	<ol style="list-style-type: none">1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation.2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes.3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.

Special Instructions:	Enter the Environmental Protection Agency's Research Triangle Park campus from Alexander Drive or Hopson Road. You must present a valid form of identification to the security guard at the check point. Park in Visitor Parking. Enter C building and check in at the security desk.
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Forms to Submit Prior to Orientation

Required By:	January 6, 2017 by 4:00 pm
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> 1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.) 2) Statement of Prior Federal Service, SF-144 3) Race and National Origin Identification, SF-181 4) Self-Identification of Handicap, SF-256 5) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to ashley.cheryl@epa.gov.</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at http://www.epa.gov/careers/benefits.html .
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	4 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Tammy Baynor, EODS-SSC-RTP-A@epa.gov, 919-541-4147

Conditions of Employment

Probationary Period:	Your appointment is subject to a mandatory one-year probationary period beginning on the effective date of your appointment. This probationary period is the final step in the examination of your qualifications for this position. During this period, your supervisor will closely monitor your performance and conduct.
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	Your appointment may be terminated at any time during this period for any deficiency in performance or conduct with minimal procedural requirements.
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If you have any questions about your appointment or this offer letter, please contact me at 919-541-0347.
Congratulations on your new appointment!

Sincerely,

Cheryl Ashley
Human Resources Specialist

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

January 7, 2017

Ronald Meyer

Dear Mr. Meyer:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career-Conditional, full-time position.
Effective Date:	January 8, 2017.
Position/Series/Grade:	Information Technology Specialist, GS-2210-13 Step 10. Full Performance Level: GS-13
Annual Salary:	\$115,399
Location:	Office of Environmental Information, Office of Information Technology Operations, Network and Security Operations Division, Network and Telecommunications Branch, Durham, NC
Supervisor Contact:	John Gibson, Gibson.john@epa.gov , 919-541-0112

Mandatory Orientation

Date and Time:	January 9, 2017 at 8:00 am
Location:	109 T.W. Alexander Drive, Durham, NC 27709
Orientation Contact:	Nigel Tillman, Tillman.nigel@epa.gov , 919-541-2070
What to Bring:	<ol style="list-style-type: none"> 1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation. 2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes. 3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.

Special Instructions:	Enter the Environmental Protection Agency's Research Triangle Park campus from Alexander Drive or Hopson Road. You must present a valid form of identification to the security guard at the check point. Park in Visitor Parking. Enter C building and check in at the security desk.
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Forms to Submit Prior to Orientation

Required By:	January 7, 2017 by 4:00 pm
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> 1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.) 2) Statement of Prior Federal Service, SF-144 3) Race and National Origin Identification, SF-181 4) Self-Identification of Handicap, SF-256 5) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to ashley.cheryl@epa.gov.</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at http://www.epa.gov/careers/benefits.html .
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	4 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Tammy Baynor, EODS-SSC-RTP-A@epa.gov, 919-541-4147

Conditions of Employment

Probationary Period:	Your appointment is subject to a mandatory one-year probationary period beginning on the effective date of your appointment. This probationary period is the final step in the examination of your qualifications for this position. During this period, your supervisor will closely monitor your performance and conduct.
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Your appointment may be terminated at any time during this period for any deficiency in performance or conduct with minimal procedural requirements.

If you have any questions about your appointment or this offer letter, please contact me at 919-541-0347.
Congratulations on your new appointment!

Sincerely,

Cheryl Ashley
Human Resources Specialist

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

February 15, 2017

Mr. James Miller

Dear Mr. Miller:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career-Conditional, full-time position.
Effective Date:	March 5, 2017.
Position/Series/Grade:	Information Technology Specialist (INFOSEC), GS-2210-13, step 7 Full Performance Level: GS-13
Annual Salary:	\$106,523
Location:	Office of Environmental Information, Office of Information Technology Operations, Network and Security Operations Division, Security and Identity Management Branch, Durham, NC.
Supervisor Contact:	John Gibson, Gibson.john@epa.gov , 919-541-5091

Mandatory Orientation

Date and Time:	March 6, 2017 at 8:00 am
Location:	US EPA, 109 T.W. Alexander Drive, Durham, NC 27709
Orientation Contact:	Nigel Tillman, Tillman.nigel@epa.gov , 919-541-2070
What to Bring:	<ol style="list-style-type: none">1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation.2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes.

	3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.
Special Instructions:	Enter the Environmental Protection Agency's Research Triangle Park campus from Alexander Drive or Hopson Road. You must present a valid form of identification to the security guard at the check point. Park in Visitor Parking highlighted in orange. Enter C building and check in at the security desk.

Forms to Submit Prior to Orientation

Required By:	February 23, 2017 by 3:00 pm
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> 1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.) 2) Statement of Prior Federal Service, SF-144 3) Race and National Origin Identification, SF-181 4) Self-Identification of Handicap, SF-256 5) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to cummins.mary@epa.gov</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at http://www.epa.gov/careers/benefits.html .
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	6 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Nigel Tillman, ESB-SSC-RTP@epa.gov, (919) 541-2070

Conditions of Employment

Probationary Period:	Your appointment is subject to a mandatory one-year probationary period beginning on the effective date of your appointment. This probationary period is the final step in the examination of your qualifications for this position. During this period, your supervisor will closely monitor your performance and conduct. Your appointment may be terminated at any time during this period for any deficiency in performance or conduct with minimal procedural requirements.
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If you have any questions about your appointment or this offer letter, please contact me at **(919) 541-2074**.
Congratulations on your new appointment!

Sincerely,

Mary Cummins
Human Resources Specialist

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

January 5, 2017

Lemont Phelps

Dear Mr. Phelps:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career-Conditional, full-time position.
Effective Date:	January 8, 2017.
Position/Series/Grade:	Information Technology Specialist (INFOSEC), GS-2210-13 Step 5. Full Performance Level: GS-13
Annual Salary:	\$100,605
Location:	Office of Environmental Information, Office of Information Technology Operations, Network and Security Operations Division, Network and Telecommunications Branch, Durham, NC
Supervisor Contact:	John Gibson, Gibson.john@epa.gov, 919-541-0112

Mandatory Orientation

Date and Time:	January 9, 2017 at 8:00 am
Location:	109 T.W. Alexander Drive, Durham, NC 27709
Orientation Contact:	Nigel Tillman, Tillman.nigel@epa.gov, 919-541-2070
What to Bring:	<ol style="list-style-type: none"> 1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation. 2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes. 3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.

Special Instructions:	Enter the Environmental Protection Agency's Research Triangle Park campus from Alexander Drive or Hopson Road. You must present a valid form of identification to the security guard at the check point. Park in Visitor Parking. Enter C building and check in at the security desk.
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Forms to Submit Prior to Orientation

Required By:	January 6, 2017 by 4:00 pm
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> 1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.) 2) Statement of Prior Federal Service, SF-144 3) Race and National Origin Identification, SF-181 4) Self-Identification of Handicap, SF-256 5) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to ashley.cheryl@epa.gov.</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at http://www.epa.gov/careers/benefits.html .
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	4 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Tammy Baynor, EODS-SSC-RTP-A@epa.gov, 919-541-4147

Conditions of Employment

Probationary Period:	Your appointment is subject to a mandatory one-year probationary period beginning on the effective date of your appointment. This probationary period is the final step in the examination of your qualifications for this position. During this period, your supervisor will closely monitor your performance and conduct.
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	Your appointment may be terminated at any time during this period for any deficiency in performance or conduct with minimal procedural requirements.
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If you have any questions about your appointment or this offer letter, please contact me at 919-541-0347.
Congratulations on your new appointment!

Sincerely,

Cheryl Ashley
Human Resources Specialist

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

February 8, 2017

Mr. Derryl B. Robinson Sr.

Dear Mr. Robinson:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career-Conditional, full-time position.
Effective Date:	February 19, 2017.
Position/Series/Grade:	Information Technology Specialist (INFOSEC), GS-2210-13, step 1 Full Performance Level: GS-13
Annual Salary:	\$88,770
Location:	Office of Environmental Information, Office of Information Technology Operations, Enterprise Hosting Division, Hosting and Storage Technologies Branch, Durham, NC
Supervisor Contact:	Thomas E. Scheitlin, scheitlin.tom@epa.gov , 919-541-2918

Mandatory Orientation

Date and Time:	February 21, 2017 at 8:00 am
Location:	US EPA, 109 T.W. Alexander Drive, Durham, NC 27709
Orientation Contact:	Nigel Tillman, Tillman.nigel@epa.gov , 919-541-2070
What to Bring:	<ol style="list-style-type: none">1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation.2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes.

	3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.
Special Instructions:	Enter the Environmental Protection Agency's Research Triangle Park campus from Alexander Drive or Hopson Road. You must present a valid form of identification to the security guard at the check point. Park in Visitor Parking highlighted in orange. Enter C building and check in at the security desk.

Forms to Submit Prior to Orientation

Required By:	February 13, 2017 by 3:00 pm
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> 1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.) 2) Statement of Prior Federal Service, SF-144 3) Race and National Origin Identification, SF-181 4) Self-Identification of Handicap, SF-256 5) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to cummins.mary@epa.gov</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	Under this appointment, your federal employee benefits will continue.
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	8 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Nigel Tillman, ESB-SSC-RTP@epa.gov, (919) 541-2070

If you have any questions about your appointment or this offer letter, please contact me at **(919) 541-2074**.
 Congratulations on your new appointment!

Sincerely,

Mary Cummins
Human Resources Specialist